



New Hampshire Housing and Conservation Planning Program

Office of Energy and Planning, 57 Regional Drive, Concord, NH 03301
Voice: 603-271-2155, Fax: 603-271-2615, TDD Access: Relay NH 1-800-735-2964
www.nh.gov/oep/programs/HCPP/

ADVISORY BOARD MEETING

Monday, February 4, 2008

Office of Energy and Planning

57 Regional Drive, Concord, NH

DRAFT MINUTES

MEMBERS PRESENT

Richard Ball, Cirtronics Corporation, appointed by Business and Industry Association of NH
Dean Christon, NH Housing Finance Authority, appointed by NH Housing Finance Authority
Christopher Closs, C.W. Closs & Co., appointed by NH Main Street Program
Jeffrey D. Gilbert, W.J.P. Development, LLC, appointed by NH Preservation Alliance
Kenneth Ortmann, Rochester Dept. of Planning and Development, appointed by NH Municipal Association
Ellen Kambol, NH Community Loan Fund
Tim Butterworth, NH House of Representatives
David Preece, Southern New Hampshire Planning Commission, appointed by the NH Regional Planning Commission Executive Directors

OTHERS PRESENT

Jennifer Czysz, NH Office of Energy and Planning, appointed as program administrator
Dari Sassan, NH Office of Energy and Planning

I. ROLL CALL AND INTRODUCTIONS

Mr. Christon called the meeting to order at 9:35 on February 4, 2008 at the NH Office of Energy and Planning, 57 Regional Drive, Concord, NH.

II. MINUTES

ACTION: MOVED by Mr. Ball, seconded by Mr. Ortmann, THAT the minutes of the Advisory Board meeting held on January 3, 2008 be approved. The motion passed unanimously by a vote of 8-0.

III. ADMINISTRATIVE RULES UPDATE

Ms. Czynsz stated that OEP had received a conditional approval of the program administrative rules from the Joint Legislative Committee on Administrative Rules (JLCAR) during a January 25, 2008 hearing. Revisions which became conditions of the approval are detailed in the following excerpt from a letter to Scott Eaton, Director, Department of Administrative Rules (DAR) dated January 30, 2008:

OEP has made the following changes to Pln 1000 per the Committee's conditions of approval:

- *Amended Pln 1007.02(a)(1) to (a)(5) to (a)(1) to (a)(3), which now read as follows:*

“(1) If the application demonstrates full compliance with (a), 4 points shall be assigned;

“(2) If the application demonstrates partial compliance with (a), 2 points shall be assigned;

“(3) If the application demonstrates noncompliance or does not address (a), 0 points shall be assigned.”

- *Amended Pln 1007 .02 (b)(1) to(5) to (b)(1) to (3) through (j)(1) (5) to (j)(1) to (3) in the same manner as Pln 1007.02(a)(1) to(a)(3) above.*

- *Amended Pln 1008.01(c) by deleting the second sentence that read: “If the terms and conditions and Exhibits A, B, and C are not returned with the agreement, OEP shall attach the pages, and the terms and conditions and exhibits shall remain part of the agreement.”*

Other items raised by DAR which were not incorporated as contingencies of approval were:

- An alteration to the definition of historic resources.....;
- DAR contested the method proposed in the rules for evaluating applications, stating that the OEP director alone may review applications; and
- DAR found the fiscal impact statement to be inadequate owing to a lack of consideration of the benefits created by the program. The Legislative Budget Assistant stated that the financial impact statement is not in error because the actual benefit was created by the HCPP statute and appropriation, not by the rule.

Ms. Czynsz stated that the administrative rules would likely be approved before the end of the week (prior to 2/8/08).

IV. PROGRAM APPLICATION AND GUIDANCE MATERIALS

Mr. Sassan presented the HCPP application, an “Application Guidance” document, a “Self-Assessment Checklist” and a progress reporting form.

Ms. Kambol recommended that “planners” be defined in the portion of the application which asks about the number of planners hired by applying municipalities. Mr. Ortmann recommended that a FAQ page be added to the website to further assist applicants. Ms. Kambol recommended that a section be added to the progress reporting form that asks program participants to list the internal and external partners and resources that are being utilized or hired to execute the program stage. Other recommendations were made regarding minor changes in wording. OEP staff will consider all recommendations from the meeting.

V. APPLICATION PROCEDURE

Ms. Czysz delineated the following timeline for the application, grant notification, and contracting phases of program administration:

February 6, 2008.....	Adopt the administrative rules
February 8, 2008.....	Announce the opening of application acceptance
TBD	Application training session(s)
March 28, 2008.....	Cutoff date for OEP prescreening services
April 11, 2008, 4:30 PM.....	Application deadline
April 25, 2008.....	Award announcements
May 16, 2008.....	Contracts due back from grant recipients
June 12, 2008.....	Submit contracts for Governor and Executive Council approval
June 25, 2008.....	Governor and Executive Council hearing to approve grants

VI. MEETING SCHEDULE

The board members decided that the next meeting shall be held on May 5, 2008 at 9:30 AM.

All meetings will be held at the Office of Energy and Planning, 4 Chenell Drive, Concord, NH, unless otherwise noticed.

VII. ADJOURNMENT

The meeting adjourned at 10:59 AM.

Respectfully Submitted,

Jennifer Czysz, Senior Planner
Office of Energy and Planning

JC:das